



## AGENDA

### BOARD OF DIRECTORS MEETING AVESON CORPORATION

Zoom Virtual Meeting [Zoom Link](#)

Meeting ID: 635 876 1750

Password: aveson

November 19, 2020

5:00 P.M.

#### INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

Aveson Corporation (“Aveson”), which operates Aveson School of Leaders and Aveson Global Leadership Academy, welcomes your participation at the Aveson’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of Aveson in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our schools. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. During normal operations, agendas are available at the door to the meeting. Note that the order of business on this agenda may be changed without prior notice. For more information on this agenda, please contact: Aveson Charter Schools, 1919 Pinecrest Dr., Altadena, CA 91001. Telephone: 626-797-1440. During the period of remote operations, agendas will be available in the Zoom meeting upon arrival. Agendas and board packets are also posted at [aveson.org](http://aveson.org)
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.” You may specify that you wish to speak on an agenda item by completing the form before the meeting is called to order.
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not engage in discussion or take action. The Board may give direction to staff to respond to your communication or you may be offered the option of returning with a citizen-requested item. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes.

4. You will be given an opportunity to speak for up to five (5) minutes on agenda items when the Board discusses that item.
5. During remote operations, please keep your microphone muted, except when you are called upon by the Board. The chat may not be used by the public during online meetings. It shall only be used by the board to post public materials for the public.
6. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.
7. You may request that a topic related to school business be placed on a future agenda in accordance with the guidelines in Board Policy. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
8. In compliance with the Americans with Disabilities Act (ADA) and upon request, Aveson may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact Aveson’s main office.

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Board Chair at \_\_\_\_\_.

**B. ROLL CALL**

	Present	Absent
Bridgette Brown	_____	_____
Rob Dell Angelo	_____	_____
Javier Guzman	_____	_____
Trinity Jolley	_____	_____
Jeiran Lashai	_____	_____
James Perreault	_____	_____
Elsie Rivas Gómez	_____	_____
Kat Ross	_____	_____

Core Practice

Guiding Principle: Vision means seeing what could be what will be and living the difference.

**II. COMMUNICATIONS**

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall

not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

### **III. PUBLIC SESSION AGENDA**

#### **A. CONSENT AGENDA ITEMS**

1. Approval of Board Minutes: 10/29/2020
2. Approval of Check Register: October 2020
3. Approval of Credit Card Statements: Capital One & Amex paid in October 2020

#### **B. DISCUSSION ITEMS**

1. Executive Directors' Reports  
*Topics Include:*
  - \* *Equity, Diversity, & Inclusion*
  - \* *Employment / Human Resources / Professional Development*
  - \* *Curriculum & Instruction*
  - \* *Student Achievement & Support*
  - \* *Operations - Food Services, Facilities*
  - \* *Events & Community*
    - a) AGLA
    - b) ASL
2. 2021-2022 Leadership Structure
3. ACO Report
4. Annual Fund update

#### **C. ACTION ITEMS**

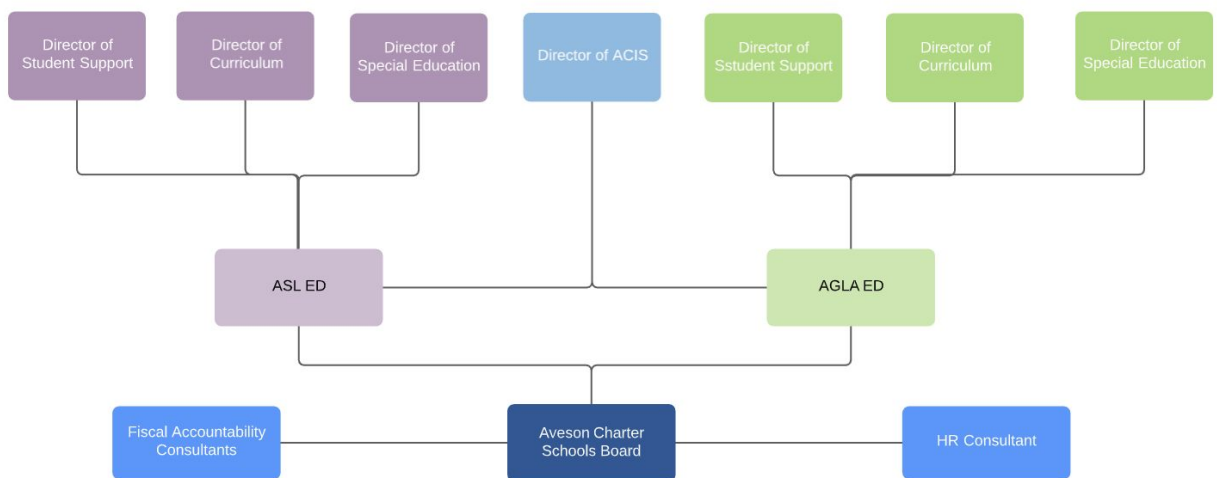
1. Approve changing the December board meeting date to December 10.
2. Approve the ACO Letter of Agreement (LOA).
3. Approve the Ascend HR Consultant contract.
4. Approve an Executive Director stipend for interim duties.

### **IV. ADJOURNMENT**

## 2021-2022 Leadership Structure - Option 1

**Explanation:** Aveson Charter Schools (ACS) Board of Directors supervise an Executive Director at each school site, Aveson School of Leaders (ASL) and Aveson Global Leadership Academy (AGLA). Each Executive Director supervises a Director of Curriculum, Director of Special Education, Director of Student Support and the Director of ACIS. In this model the ED role is similar to a superintendent role and the Director roles are similar to site directors responsible for the three areas of the school.

### Visual Representation:



### Cost Analysis:

*Based on base salary. Total will increase with unique benefits elected by each staff member*

2020-2021 Certificated/Super Admin (1300): \$803,243.00

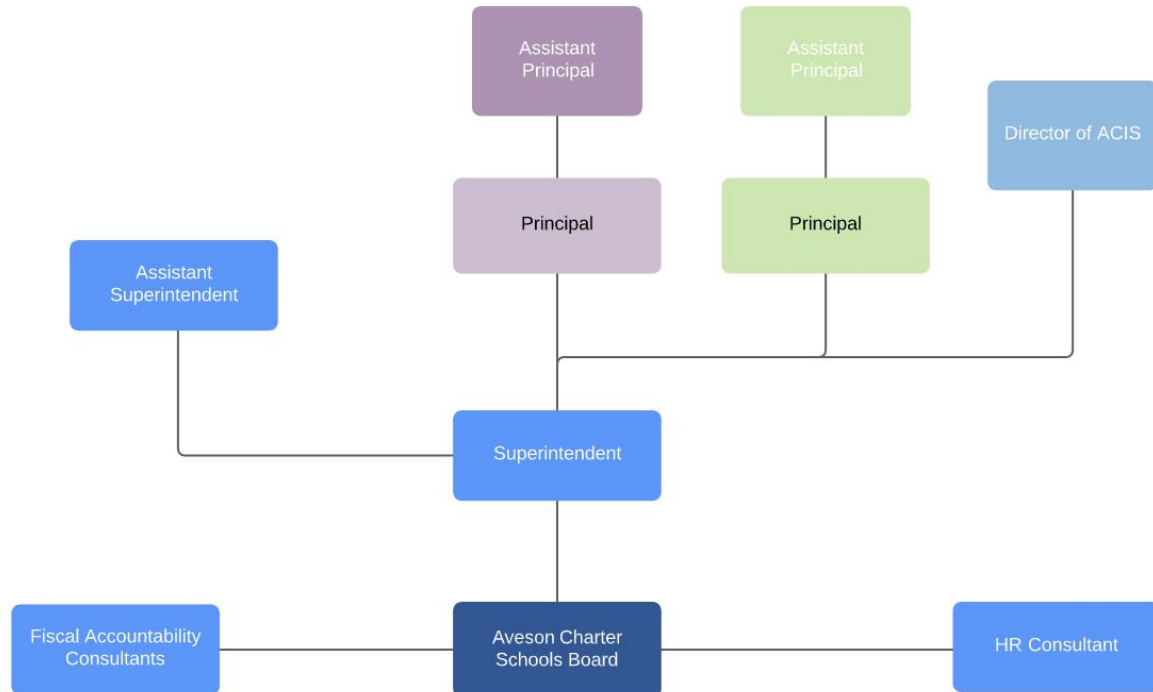
2021-2022 Certificated/Super Admin (1300): ~\$861,547.00

\*Cost increase from current school year for fully staffing Directors at AGLA like ASL

## 2021-2022 Leadership Structure - Option 2

**Explanation:** Aveson Charter Schools (ACS) is managed by a Superintendent and Assistant Superintendent. The superintendent is responsible for all aspects of the organization with a focus on business, finance and academic fidelity of the charter. The assistant superintendent will be responsible for operations, facilities, special education and compliance. The Aveson School of Leaders (ASL) and Aveson Global Leadership Academy (AGLA) campus will be managed by a Principal and Assistant Principal. The principal oversees all areas of the site and supervises the assistant principal. The assistant principal oversees the special education department.

### Visual Representation:



### Cost Analysis:

*Based on base salary. Total will increase with unique benefits elected by each staff member*

2020-2021 Certificated/Super Admin (1300): \$803,243.00

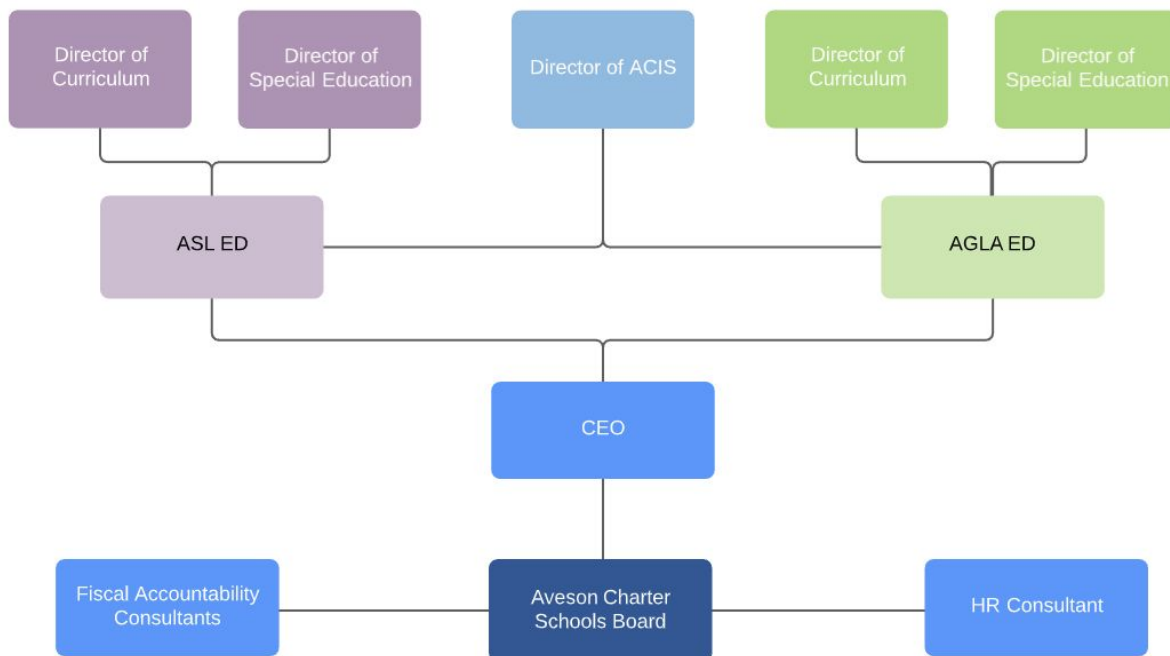
2021-2022 Certificated/Super Admin (1300): ~\$721,547

\*Cost decrease due to funding less site-level administrators & funding SpecEd compliance across both schools with Assistant Superintendent position

## 2021-2022 Leadership Structure - Option 3

**Explanation:** Aveson Charter Schools (ACS) is managed by 1 Chief Executive Officer (CEO). The CEO supervises the Executive Director (ED) at each school site, Aveson School of Leaders (ASL) and Aveson Global Leadership Academy (AGLA). Each school site ED supervises a Director of Curriculum, a Director of Special Education/Compliance, the Director for ACIS and is responsible for managing the campus facilities.

### Visual Representation:



### Cost Analysis:

*Based on base salary. Total will increase with unique benefits elected by each staff member*

2020-2021 Certificated/Super Admin (1300): \$803,243.00

2021-2022 Certificated/Super Admin (1300): ~\$821,547

\*Cost increase to fund CEO that is offset some by not funding a Director of Student Support

**LETTER OF AGREEMENT  
BY AND BETWEEN AVESON CHARTER SCHOOLS  
AND  
AVESON COMMUNITY ORGANIZATION**

This Letter of Agreement (“LOA” or “Agreement”) is made this 19th day of November, 2020, by and between Aveson, known as Aveson Charter Schools (“ACS”), and Aveson Community Organization (“ACO”).

**I. RECITALS**

- A. ACS is a nonprofit public benefit corporation existing under the laws of the State of California that operates one or more charter schools.
- B. ACO is a nonprofit public benefit corporation existing under the laws of the State of California.
- C. This Agreement is intended to outline the agreement between ACS and ACO governing their respective fiscal and administrative responsibilities and their legal relationships.
- D. Written modifications of this Agreement may be made by mutual agreement as set forth below

**II. AGREEMENTS**

A. Terms

- 1. This Agreement will govern the relationship between ACS and ACO.
- 2. This LOA may be amended at any time by approval of the ACS and ACO Board of Directors, respectively.
- 3. This LOA shall be effective as of the date ratified by both parties and will terminate on June 30, 2021, unless earlier terminated pursuant to this Agreement.
- 4. This Agreement shall be reviewed by the Parties annually each spring.

B. Termination: Either party may at any time, with or without cause, terminate this Agreement with 30 days written notice to the other.

C. Liability:

1. ACS shall not be liable for any errors, omissions, debts or obligations made or entered into by ACO.

2. ACO shall be responsible for its own debts and obligations. Nothing in this Agreement shall be construed as imposing on ACS any liability arising out of the operations of ACO, except as such liability may result from the provision of services by ACS to ACO.

D. Indemnification: ACS agrees to defend, indemnify and hold ACO, its employees, officers, directors and agents, free and harmless against any liability, loss, claims, demands, damages, expenses and costs (including attorneys' fees and other costs of litigation or other proceedings) of every kind or nature arising in any manner out of the performance by ACS of its obligations under this Agreement, except such loss or damage caused solely by the negligence or willful misconduct of ACO.

E. Legal Relationship:

1. ACO is a separately incorporated 501(c)(3) non-profit organization created for the sole purpose of supporting and enhancing the educational experience at Aveson Charter Schools by working cooperatively with parents, school, and teachers to strengthen the community; encouraging parent involvement; providing financial and volunteer support for Aveson educational and enrichment programs; and creating a space for parent and community advocacy.

2. The Board of Directors of ACS is responsible for overseeing the mission, leadership, and operations of ACS. The Board of Directors of ACS oversees the employment, compensation, and evaluation of all ACS employees.

3. The ACO Executive Board is responsible for control and management of all assets of ACO. ACO is responsible for the performance and oversight of all aspects of its operations based on ACO's bylaws that address the Executive Board's fiduciary responsibilities, including expectations of individual board members. ACO directors, officers and members are volunteers and do not receive any compensation from any source for services rendered.

4. Upon the closure of ACO, as stated in ACO's bylaws, and consistent with its articles of incorporation, , ACO shall transfer any assets and property to ACS consistent with the law and any expressed donor intent.



5. ACO shall not hold itself out as a representative of ACS and has no authority to bind ACS to any obligation.

6. ACO shall limit its activities to only those that conform to its purpose as stated in its articles of incorporation and by-laws.

7. ACO shall not fundraise for, or attempt to “earmark” or designate in any way, funds for current or future employee or contractor positions, or multi-year initiatives of any kind, at ACS without the prior written request and/or approval of the ACS Board of Directors.

8. ACO may fundraise and “earmark” for needs/initiatives with prior agreement/approval from the ACS.

F. Services to be Provided by ACS:

1. ACS shall provide to ACO any available email databases for current ACS families who have agreed to such distribution and any available list of volunteers cleared to work with students pursuant to ACS policies and procedures who have agreed to such distribution.

2. ACS will conduct strategic planning in order to determine the level of fundraising to be undertaken by ACO.

3. ACS shall grant ACO a temporary license for the term of this agreement to use of the names and logos of “Aveson Charter Schools”, “Aveson Global Leadership Academy”, “Aveson School of Leaders”, and “Aveson Center for Independent Studies.” ACO shall ensure any communication from ACO using ACS’ intellectual property is clearly and unambiguously from ACO and not ACS.

G. Services to be Provided by ACO:

1. ACO shall be responsible for planning and executing comprehensive fund-raising in support of the ACS mission. ACO shall protect the confidentiality of all donors to the extent of the donor’s wishes and the law.

2. ACO shall establish an annual budget for the cost of its programs, operations, and services. ACO shall provide a copy of ACO’s unaudited year-end financial statement to ACS within 60 days of year-end.

3. ACO shall provide ACS with a copy of ACO’s annual tax return.

4. ACO shall maintain copies of ACO's plans, budgets, and donor records developed in connection with the performance of ACO's obligations. ACO shall provide access to data and records to ACS within ten business days of request by ACS.
- H. Non-Assignment: Neither party shall assign its rights, duties or privileges under this Agreement, nor shall either party attempt to confer any of its rights, duties or privileges under this Agreement on any third party, without the written consent of the other party.
- I. Severability: The provisions of this Agreement are severable. If any term of this Agreement is to any extent invalid, illegal, or incapable of being enforced, such term shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other terms hereof shall remain in full force and effect.
- J. Communication:
1. To ensure effective achievement of the terms of this Agreement, the parties agree to update each other promptly on independent organizational decisions, activities, changes or events that may affect the partnership in any way.
  2. ACO shall respond promptly to any ACS requests for information.
  3. ACS Board of Directors' designee is responsible for communicating ACS priorities and long-term plans, as approved by the ACS board, to ACO. ACS may include ACO in the strategic planning for ACS.
  4. ACS shall use its best efforts to provide information and/or materials to ACO deemed necessary to further ACO's goals and activities.
  5. ACS and the ACO will endeavor to resolve disputed issues amicably through frequent and frank communication.
- K. Corporation Name, Seal and Logo: ACO will operate under its own seal and logotype.
- L. Attorneys' Fees and Costs: In the event that an action or proceeding is instituted to enforce any provision of this Agreement, the prevailing party shall be entitled to its court costs, interest and reasonable attorneys' fees as fixed by the court.

M. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of California, County of Los Angeles.

N. Entire Agreement: This LOA constitutes the entire understanding of the Parties and supersedes any understanding agreement or representation, whether oral or in writing, made prior to the effective date of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Letter of Agreement as of November 19, 2020.

\_\_\_\_\_  
President, Board of Directors  
Aveson Charter Schools

Date:\_\_\_\_\_

\_\_\_\_\_  
Co-President  
Aveson Community Organization

Date:\_\_\_\_\_

\_\_\_\_\_  
Co-President  
Aveson Community Organization  
Date:\_\_\_\_\_



October 27, 2020

To Whom it May Concern:

This letter is to highly recommend Ascend HR Consulting LLC for the services of Human Resources and Operations within your organization. ESL4Asia contracted services with Ascend from July 2017 – July 2020.

Working directly with the President and Executive Consultant Shameka has been a major help and asset to ESL4Asia and a life saver in many instances. She has always possessed excellent communication skills, organization, ethics and compliance. Mrs. Henderson has always constructed much needed structure and policies as well as offered insight and suggestions that helped ESL4Asia's operations. Unless otherwise needed, most of our weekly and most time daily communication has been remotely where Shameka has shown her strong independent skills.

Shameka showed great effectiveness immediately upon beginning our contract. Her duties included semi-monthly payroll services, onboarding, terminations, contract management, New Hire Orientation, Employee relations, 360 evaluations, trainings, team building and progressive discipline. Mediation, audit and compliance and lay-offs were all some of her many duties. There has been no task that Shameka has shyed away from as she is one to go above and beyond in all of her tasks.

Keeping a good rapport, employee retention, ethics, along with employer and employee compliance has always shown to be important to Shameka. She is one to truly care about both the business and its employees and contractors. This, in my opinion is valuable to all organizations as it is hard to find people that do their job for more than for financial gain. If you are looking for a do all, complete all, accurately and effectively the consulting company, Ascend HR Consulting is your go to.

Sincerely,

Ching (Sally) Wu  
Partner



## ASCEND HR CONSULTING LLC

THIS SERVICES AGREEMENT (the Agreement) is made effective December 1, 2020, by and between Ascend HR Consulting, LLC and Aveson Charter Schools located at 575 W Altadena Dr. Altadena, CA 91001/ 1919 E Pinecrest Dr. Altadena, CA 91001.

THE PARTIES AGREE AS FOLLOWS:

### Scope of Services

1.1 Ascend HR Consulting, LLC will provide Aveson Charter Schools with consulting services as mutually agreed upon and described in the attached Statement of Work. All consulting services to be provided hereunder will be referred to as Services. The parties may use this Agreement for multiple Statements of Work. Each Statement of Work must reference this Agreement.

1.2 Statements of Work will be written documents setting forth at a minimum:

- a. A complete, sufficiently detailed description of the types of Services to be rendered.
- b. The applicable billing rates for the Services to be rendered (Services Fees); and
- c. Any additional terms and conditions to which the parties may agree.

1.3 The parties contemplate that it may be desirable to make changes to the Statement(s) of Work. Before performing any work associated with any such change, a written Change Order shall set forth the necessary revisions to the Statement(s) of Work, and the parties, shall agree in writing that such work constitutes a change from the original Statement of Work, as amended, and that they further agree to the change provisions set forth in the Change Order. Each Change Order shall be numbered serially and executed by Ascend HR Consulting LLC and Aveson Charter Schools.

1.4 Executive Staff of Aveson Charter Schools and Ascend HR Consulting LLC will review the status of the Services, Statement(s) of Work, Change Orders, invoices and estimates as may be required. A written status report will be produced regarding the review. Ascend HR Consulting, LLC and Aveson Charter Schools agree to execute and maintain copies of these status reports.

## Obligations.

2.1 Ascend HR Consulting LLC will provide other support services to Aveson Charter School as both the company and Ascend HR Consulting, LLC subsequently agree.

## Services and Fees and Expenses.

3.1 Aveson Charter Schools shall be responsible for all Service Fees as identified in the applicable Statement(s) of Work (and Change Orders, as applicable) as those Services are provided.

3.2 Ascend HR Consulting, LLC will invoice Aveson Charter Schools for the Services Fees monthly (on or about the 22<sup>nd</sup> of each month preceding services). Aveson Charter Schools agrees to remit full payment to Accounts Payable promptly upon its receipt of the invoice.

## Term and Termination.

4.1 This Agreement shall commence as of the Agreement Date above and shall remain in force indefinitely or until both parties agree to any changes or termination thereof with a 90 day notice.

## Proprietary Rights: Confidential Information.

5.1 Ascend HR Consulting, LLC agrees that the work products from the Services provided to Aveson Charter Schools hereunder, shall be owned by Aveson Charter Schools. Nothing contained in this Section 5.1 shall be construed as prohibiting Ascend HR Consulting, LLC utilizing in any manner, knowledge and experience of a general nature acquired in the performance of Services for Aveson Charter Schools.

5.2 Confidential Information includes all information identified by a disclosing party as proprietary and confidential, which Confidential Information shall remain the sole property of the disclosing party unless the ownership of such Confidential Information is otherwise expressly set forth in the Agreement. Items will not be considered Confidential Information if: (a) available to public other than by a breach of an agreement by the recipient; (b) rightfully received from a third party not in breach of any obligation of any confidentiality; (c) independently developed by one party without access to the Confidential Information of the other; or (d) rightly known to the recipient at the time of disclosure as verified by its written records.

5.3 Each party agrees that it shall not use for any purpose or disclose to any third party any Confidential Information of the other party without the express written consent of the other party. Each party agrees to safeguard the Confidential Information of the other party against use or disclosure other than as authorized by or pursuant to this Agreement through measures, and exercising a degree of care, which are at least as protective as those, Ascend HR Consulting, LLC or Aveson Charter Schools, as the case may be, exercises in safeguarding the confidentiality of its own proprietary information, but no less than a reasonable degree of care under the circumstances. Each party shall permit access to the Confidential Information of the other party only to those individuals (a) who have entered into a written nondisclosure agreement with the other party on terms equally as restrictive as those set forth herein, and (b) who require access in performance of their duties to the other party in connection with the other party's rights under this Agreement.

5.4 Each party acknowledges that the wrongful use or disclosure of Confidential Information of the other party may result in irreparable harm for which there will be no adequate remedy at law. In the event of a breach by the other party or any of its officers, employees or agents of its or their obligations under this Section 5, the non-breaching party may immediately terminate this Agreement without liability to the other party, and may bring an appropriate legal action to enjoin such breach, and shall be entitled to recover from the breaching party reasonable legal fees and cost in addition to other appropriate relief.

## Warranties

6.1 Ascend HR Consulting LLC warrants that the Services to be provided under this Agreement shall be performed in a professional manner conforming to generally accepted industry standards and practices. Aveson Charter Schools agrees that Ascend HR Consulting LLC sole and exclusive obligation with respect to the Services covered by this limited warranty shall be, at Ascend HR Consulting LLC sole discretion, to correct the nonconformity or to refund the Services Fees paid for the affected executive consulting services.

## General Provisions

7.1 The relationship of Aveson Charter School and Ascend HR Consulting LLC is that of independent contractors. Personnel of both parties are neither agents nor employees of the other party for federal tax purposes or any other purpose whatsoever, and are not entitled to any employee benefits of the other party.

7.2 No delay, failure or default in performance of any obligation by either party, excepting all obligations to make payments hereunder, shall constitute a breach of this Agreement to the extent caused by force majeure.

7.3 Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be conclusively resolved through binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Each party shall bear its own costs and attorney fees unless the arbitration award specifically provides otherwise.

7.4 All communications between the parties with respect to any of the provisions of this Agreement shall be in writing, and shall be sent by personal delivery or by airmail, facsimile transmission or other commercial means of rapid delivery, postage or costs of transmission and delivery prepaid, to Aveson Charter School or to Ascend HR Consulting LLC as set forth in the preamble of this Agreement, until such time as either party provides the other not less than ten (10) days prior written notice of a change of address in accordance with these provisions.

7.6 The validity of this Agreement and the rights, obligations and relations of the parties hereunder shall be construed and determined under and in accordance with the laws of the State of ; provided, however, that if any provision of the Agreement is determined by a court of competent jurisdiction to be in violation of any applicable law or otherwise invalid or unenforceable, such provision shall to such extent as it shall be determined to be illegal, invalid or unenforceable under such law be deemed null and void, but this Agreement shall otherwise remain in full force. After arbitration, as specified in Section 7.4, any suit to enforce any provision of this Agreement, or any right, remedy or other matter arising from the arbitration, will be brought exclusively in the state or federal courts located in. Ascend HR Consulting, LLC and Aveson Charter Schools agree and consent to the venue in and to the in-person jurisdiction of the aforementioned courts.

7.7 Any modification or amendment of any provision of this Agreement must be in writing and bear the signature of the duly authorized representatives of both parties. The failure of any party to enforce any right it is granted herein, or to require the performance by the other party hereto of any provision of this Agreement, or the waiver by any party of any breach of this Agreement, shall not prevent a subsequent exercise or enforcement of such provisions or be deemed a waiver of any subsequent breach of this Agreement. All provisions of this Agreement which by their own terms take effect upon the termination of this Agreement or by their nature survive termination (including without limitation the provisions of Sections 3, 5, 6, 7) shall survive such termination.

7.8 This Agreement, all attached schedules and all other agreements referred to herein or to be delivered by the parties pursuant hereto, represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and merges all prior discussions between them and supersedes and replaces any and every other agreement or understanding which may have existed between the parties to the extent that any such agreement or understanding relates to providing Services to Aveson Charter School. Aveson Charter School hereby acknowledges that it has not reasonably relied on any other representation or statement that is not contained in this Agreement or made by a person or entity other than Ascend HR Consulting LLC. To the extent, if any, that the terms and conditions of Aveson orders or other correspondence are inconsistent with this Agreement, this Agreement shall control.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Agreement Date first above written.

Information: ASCEND HR CONSULTING, LLC 82-2415290

STREET: 6080 Center Dr. Ste 600 Los Angeles, CA 90045

PHONE: 800.630.6038

TITLE: Consultant

Amendment: This Agreement is voluntarily entered into and is at-will. That is, either party is free to terminate the Consulting Agreement at will, at any time, with or without cause. Nothing contained in any company documents shall in any way modify this at-will policy, and the at-will policy cannot be modified in any way by oral or written representation made by anyone employed by Aveson Charter School. Upon termination of this Agreement, Consultant must return all documentation, equipment or other materials provided by Aveson Charter School during the term of this Agreement.



## Statement of Work

This Statement of Work is made effective December 1, 2020, by and between ASCEND HR CONSULTING, LLC and Aveson Charter Schools located at 575 W Altadena Dr. Altadena, CA 91001/ 1919 E Pinecrest Dr. Altadena, CA 91001.

### **1. Description of Services:**

Ascend HR Consulting LLC provides:

1. Support/Training and Interim Coverage for HR Executive
2. Dedicated HR Liaison for Employees and Employer
3. Create, Implement, Execute and Tracking of Individual Performance Plan for Executives
4. 360 Tailored Review Network Created for Peers, Parents, Staff and Community
5. Assistance with HR Renewal and Compliance Audits
6. In-House Third-Party Investigation/Mediation of HR Issues according to Educational Standards
7. Standard Exempt and Non-Exempt Employee Reviews Assistance
8. Hiring and Termination Guidance/Assistance
9. Wage and Hours Compliance and Audits
10. Attendance of Board Meetings as Requested
11. Data Entry and Tracking of All Executive Performance Goals in agreed upon tracking software
12. Monthly in person and/or virtual check-ins with Executives
13. Review and Reconstruction as Needed of Job Descriptions and staff according to the CPSEL Guidelines
14. Organization and assistance with Operations as needed
15. Direct Report Communication and Relationship with Board

2. **Billing Rate**

Ascend HR Consulting LLC - \$2000 monthly for up to 25 hours per month.  
This statement of work is effective December 1, 2020.

3. **Additional Terms and Conditions:**

Any of the 25 contracted hours unused, may be rolled over to the following months at a cap of 37.5 hours.  
Additional time billed at a 35% discount of \$52.00 an hour

This Statement of Work serves as an Exhibit to the Services Agreement.

Agreed and Accepted:

Aveson Charter Schools

BY: Board Member; Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# 4TM, LLC

November 5, 2020

To Whom it May Concern,

This letter comes to you as a letter of reference for Ascend HR Consulting LLC /Shameka Henderson, company President.

Our company has used consulting services with Shameka through Ascend since 2017. As a newer company in 2017, less than a year old, Ascend has come to be one of the best business decisions made. We have solely depended on Ascend HR for all employment law compliance, payroll and benefits and employee relations and development since we began our professional relationship over 3 years ago.

The time, effort and careful evaluating and consideration that 4TM has received is reflected in our continuously growing business and low employee turnover percentage, by keeping an open communication with our employees and structuring career paths within the company to meet the needs of the company and the desires of the employees.

It is important to have relationships with your vendors that carry trust and confidence that your company is being treated as their own; This is the relationship built directly with Ascend HR Consulting.

Please feel free to contact me directly for any further information and Congratulations on a great find!

Respectfully,

**Calvin Spencer, CEO | EIC | Director of Broadcast & Technical Facilities**

4TM Productions

Gardena, CA 90247

Office 310.864.9565 | [info@4tmproductions.com](mailto:info@4tmproductions.com)